



Plan Commission Minutes
November 14, 2022 at 7:00 p.m.
City Hall Council Chambers

Commission Members Present: Granlund, Erickson, Helgeson, Wolfgram, Davis, Obaid, Johnson, Brandvold, Christopherson

Commission Members Absent: None

Staff Members Present: Noel, Baumgartner, Wittwer, Tietz

1. Call to Order – Chairperson Granlund called the Plan Commission meeting to order at 7:00 p.m.
2. Roll Call – Chairperson Granlund called roll for the meeting. Commissioners Granlund, Erickson, Helgeson, Wolfgram, Christopherson, and Johnson were present.
3. Open public comment period for items not on the agenda noted as public hearings. No one from the public came forward with comments on the items at hand.

Consent Agenda

4. Approval of October 31, 2022 minutes.
5. Easement Approval – For Recommendation to City Council-Keystone Crossing Public Easement and Release

Motion by Commissioner Helgeson to approve the consent agenda. Seconded by Commissioner Wolfgram and the motion carried unanimously.

Regular Agenda

6. Discussion Item: Annual Work Program
Senior Planner Noel presented the Annual Work Program, first giving an update on the 2022 Work Program before moving onto the 2023 Work Program.

2022 Work Program Update

Commissioner Christopherson noted that the housing needs study was going to be helpful and informative, and asked if the strategy was going to be engaging. Noel stated he has not been involved with the project and that it has been done through the Housing Opportunities Commission (HOC). Commissioner Wolfgram noted that Judith Moseley is the head of the HOC now and that she would be the point of contact to reach out to on this.

Noel then went through the legislative items, noting that any items struck on the program were being folded into the zoning code update. Noel also went into detail on the Shawtown Neighborhood Plan effort, which is expected to be done by the end of 2023.

Noel concluded by going through other related projects/plans/programs.

Commissioner Wolfgram asked if the RFP for the housing needs study was online for the comprehensive housing study, Noel responded that it may not be any more as the deadline has been closed. Wolfgram responded that she was interested in the criteria that were sent out in the RFP and Noel Responded that he would follow up with her.

2023 Work Program

Senior Planner Noel went over the 2023 Work Program, noting that it was a draft that could either be approved at either the December 5th meeting or at the first meeting in January. After that he discussed the various administrative items on the work program.

Moving on to the Legislative items, Noel explained that the 30-year zoning code update will be the biggest task for next year and noted that staff is still strategizing on how they plan to layout the public participation process and engage with the stakeholders. Noel explained staff is expecting to have final approvals by City Council by third quarter 2024. He concluded staff has been tracking various issues with the current ordinance to be revised.

Commissioner Erickson asked if staff was anticipating starting in January. Noel responded that staff would be ideally issuing the RFP in early to mid-January.

Noel then went over the various projects and ideas associated with zoning code update, including form-based codes, parking standards, artisan/micro-manufacturing, and the floodplain ordinance. He also noted that short term rentals and the sign code amendment will be coming before the commission prior to the rest of the code.

Commissioner Christopherson asked about the rate at which this information will be coming to them. Noel responded that for documents like the comprehensive plan and zoning code, usually a public participation plan will need to be put together for Plan Commission. He also noted that the draft of the Shawtown Neighborhood Plan will go before the Commission prior to it going to the neighborhood association for approval. Commissioner Christopherson noted that she would like more information on these projects in smaller increments so that the commissioners could understand the document better, noting her experience with the 2015 Comprehensive Plan. Noel mentioned how Community Development Director Allen gives the Plan Commission periodic updates on the work program. He then asked if she would like this information in regular updates for the Commission and the public. Commissioner Christopherson responded that she wanted it to be more accessible, noting that Director Allen's updates were the outline of the Annual Work Program list but wanted more details with what staff has done.

Commissioner Erickson asked if the public participation plan will be part of staff responsibility or the consultants. Noel responded that it would probably be both. He explained it will be very technical work, with many meetings. Staff is exploring a technical committee to work with the consultant to refine the ordinance, with the community being engaged at key points.

Commissioner Wolfram stated that process with participatory budgeting (PB) was a good example, noting that it was very time consuming, but there is a need to reach into the corners of our community, which was done with PB. She noted that it worked well on the user-friendly language to engage the public and hoped lessons learned could be incorporated.

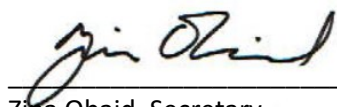
Commissioner Helgeson agreed with Commissioner Christopherson that bite sized information would be appreciated, especially if it was early on, so as to steer any planning better.

7. Future Agenda Items and Announcements

Chairperson Granlund announced that the next meeting will be on December 5th.

8. Adjournment

The meeting adjourned at 7:29 p.m.



Zina Obaid, Secretary